



DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT



HEALTH SERVICES SPECIALIST

OPEN/CONTINUOUS

2PVAH

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**OPEN SPOT FOR:** Porterville Developmental Center

**CONTINUOUS FILING:**

Applications and the Criminal Record Supplemental Questionnaire (CRSQ) are available and **MUST** be filed in person or by mail with:

**PORTERVILLE DEVELOPMENTAL CENTER**  
**P. O. BOX 2000**  
**PORTERVILLE, CA 93258**  
**ATT: HR/EXAMS AND RECRUITMENT**  
**ADMINISTRATION BUILDING, RM 64**  
**(559) 782-2325 OR (559) 782-2322**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

Applications (Form STD-678) along with the Criminal Record Supplemental Questionnaire (CRSQ) may be obtained at the State Personnel Board in Sacramento, any Employment Development Office, Department of Developmental Services, Porterville Developmental Center, or at <http://www.jobs.ca.gov> - on the internet.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

No written test is required; the entire examination will consist of an oral interview.

**QUALIFICATIONS APPRAISAL:** Interviews will be held when a sufficient candidate pool exists and will be scheduled at the discretion of the appointing authority.

**SALARY RANGE:** Range T: \$7,077 - \$8,436

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** It is your responsibility to make sure you meet the education and/or experience requirements below. Your signature on your application indicates that you have read, understood, and possess the stated qualifications.

**MINIMUM QUALIFICATIONS**

Possession of the legal requirements to practice as a professional Registered Nurse in California as determined by the California Board of Registered Nursing. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nursing will be admitted to the examination, but they must possess all legal requirements as determined by that board before they will be eligible for appointment) and

**EITHER I**

Bachelor of Science degree with a major in a health-related field and one year of nursing experience working with mentally or developmentally disabled persons.

**OR II**

One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range B, in a California state hospital working with mentally or developmentally disabled persons.

**OR III**

One year of experience directing the nursing services of a State hospital level-of-care unit during an eight-hour shift working with mentally or developmentally disabled persons.

**SPECIAL PERSONAL CHARACTERISTICS:** Demonstrated leadership ability; sympathetic and objective understanding of the problems of mentally or developmentally disabled persons; tact; patience; and emotional stability.

**THE POSITION:** Under administrative direction of a Program Director and professional direction of the Coordinator of Nursing Services in a State Hospital, is responsible for the ongoing monitoring, assessing, and making of recommendations for the maintenance of quality nursing services with primary emphasis on the physical care needs of clients in a program on an assigned shift; assures education and training in nursing care is provided to unit personnel; and performs other related duties.

**Examination Information:** This examination will consist of a Qualifications Appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**QUALIFICATIONS APPRAISAL - Weighted 100.00 %**

**Scope:**

- A. Knowledge of:
1. California healing arts licensure laws and regulations, regulations pertaining to hospital licensing, certification, and accreditation.
  2. Principles and practices used in training nursing services staff of a treatment program.
  3. Professional nursing principles and techniques.
  4. Concepts and methods of consultation.

SEE REVERSE FOR ADDITIONAL INFORMATION

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**CONTINUOUS FILING**

5. Principles of specialized treatment and training techniques as they relate to mentally or developmentally disabled persons.
6. Program organization in California state hospitals.

**B. Ability to**

1. Evaluate and monitor the quality of nursing services with specific emphasis on physical care.
2. Plan, conduct, and evaluate training for the nursing services staff of a treatment program.
3. Work effectively with a multidisciplinary clinical staff.
4. Perform evaluations and write reports.
5. Communicates effectively.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged onto the list in order of final scores, regardless of date. This list will be abolished 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

The resulting eligible list will be used to fill vacancies at Porterville Developmental Center.

**BACKGROUND INVESTIGATION:** Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of convictions) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, and the Criminal Record Supplemental Questionnaire (CRSQ) that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or determine an individual's suitability for employment.

**VETERANS PREFERENCE POINTS** will be granted in this examination. You must apply for Veterans points through the State Personnel Board. You may obtain the form from the Porterville Developmental Center, Human Resources/Testing & Recruitment Office located in the Administration Building, Room 64.

**GENERAL INFORMATION**

It is the candidate's responsibility to contact the Department of Developmental Services' Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Department of Developmental Services' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**THE STATE PERSONNEL BOARD** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**EXAMINATION LOCATIONS:** Locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board offices.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET, P.O. Box 944202, Sacramento, CA 94244-2020**

Telephone: Public: (916) 654-1625 TDD: Voice of hearing impaired (916) 654-2054

**Fairview Developmental Center**  
2501 Harbor Boulevard  
Costa Mesa, CA 92626  
Public: (714) 957-5121  
TDD: (714) 957-5512

**Lanternman Developmental Center**  
3530 Pomona Boulevard  
Pomona, CA 91768  
Public: (909) 595-1221  
TDD: (909) 595-3971

**Porterville Developmental Center**  
26501 Avenue 140  
Porterville, CA. 93257  
Public: (559) 782-2087  
TDD: (559) 782-7822

**Sonoma Developmental Center**  
15000 Arnold Drive  
Eldridge, CA. 95431  
Public: (707) 938-6811  
TDD: (707) 939-6200

**Canyon Springs State-Operated Community Facility**  
69-696 Ramon Rd.  
Cathedral City, CA. 92335  
Public: (760) 770-6260  
TDD: (760) 770-2590

SEE REVERSE FOR ADDITIONAL INFORMATION